STARS MANUAL

VENDORS AND VENDOR TABLES

INTRODUCTION

In this chapter:

- ✓ Vendor definition and terms
- ✓ Basic vendor maintenance
- ✓ Web vendor maintenance

The Vendor chapter provides information on all the facets of STARS (Statewide Accounting and Reporting System) affected by vendors and will assist state agencies in the completion of forms regarding vendors and related information for processing STARS payments.

CURRENT REVISIONS LOG

4/20/2006 - Updated for state employee vendor type of 'E' and a suffix of 'SE'.

VENDOR AND VENDOR TABLE DEFINITION AND TERMS

VENDOR

A vendor can be an employee, an individual, a business, not-for-profit entity, government, or educational institution that sells services or materials to the State. The laws under which the State purchases goods and services are in Idaho Code Section 67-5714 through Section 67-5744 and IDAPA 38.05.01, both of which are available on the Purchasing and Bids section of the State Purchasing Web site. The vendor is responsible for complying with all applicable federal, state and local statutes or other applicable legal requirements.

VENDOR NUMBER

Many STARS transaction codes require a valid Vendor Number.   The vendor number increases efficiency when preparing vouchers and remittance advices, and improves the overall accuracy of the accounting operation. Vendor Numbers consist of nine alphanumeric characters. See the 1099MISC and the Workers' Compensation chapters for more information regarding vendor number requirements. The Vendor Number can be an individual's Social Security Number

(SSN), an Employer Identification Number (EIN), or an alpha sequence assigned by the SCO (used for foreign vendors and petty cash custodians).

VENDOR TYPE

The following vendor types are used in STARS:

- 6 - old value, replaced with 'I'

- I – Individual/sole proprietor.

- C – Corporation. Inc. or Corp. is usually in the name.

- P – Partnership. Non-corporation businesses that are identified either in the name or on the Substitute Form W9 as being a partnership.

- G – Government. Federal, State, and Local Governments.

- N – Non-profit. Non-profit organizations.

- O – Other. Miscellaneous organizations that do not fit any of the other listed classification.

- E – Idaho State Employee (must match EIS information).

- Z - Generic vendors (like PCARD0000)

- D - EIS Deductions. D is used on the vendors set up for EIS.

VENDOR SUFFIX

When entering a transaction that requires a vender number, the two-character suffix number is also required. Though vendor numbers are unique, a vendor may have several offices using the same EIN but at different locations. Vendor suffix numbers are two alphanumeric characters. SCO assigns suffix numbers to make the Vendor Number unique for a particular location.

For example, Supply Company, Inc. could have offices in Boise, Pocatello, and Salt Lake. Each of these offices would have a unique suffix number assigned to each location to insure that the proper location receives the payment.

VENDOR NAME

The Vendor Name is used when submitting the 1099 Miscellaneous Information Tax Return to the IRS. The Vendor Number/Suffix combination looks up the forty-character Vendor Name from the Vendor Edit Table (S021). The name/number combination must match either the IRS or SSA records.

The SCO uses the IRS interactive TIN matching service to verify the correctness of the name/number combination prior to adding or changing a vendor on STARS.   If you use a transaction code that does not require the vendor number for a payment, you must manually enter the Vendor Name.

VENDOR EDIT TABLE

The Vendor Edit Table (S021 or VE) is used to record and store all of the needed vendor information. The VE maintains the vendor name and address and other pertinent information used in warrant writing, remittance advice preparation, and 1099-MISC reporting. Also recorded on the table is information regarding direct deposit banking information and vendor participation in the remittance advice on the Web program.

For additional information on direct deposit see the Electronic Funds Transfer (EFT) chapter. For additional information on the remittance advice on the Web program, see the appropriate section under Vendor Services on the SCO website.

VENDOR PAYMENT FILE

The Vendor Payment File (VP) maintains detailed transaction level information about expenditure and disbursement payments sorted by vendor. STARS maintains this information for use when conducting research when responding to queries from vendors or to research possible duplicate payments. The 1099 system extracts this information for use when submitting the 1099 Miscellaneous Information Tax Return the IRS.

Not all payment transactions post to the Vendor Payment File. Additional information on the Vendor Payment File is found later in this chapter.

BASIC VENDOR MAINTENANCE

The SCO performs vendor maintenance on STARS. Vendor maintenance includes all of the following:

- Add a Vendor

- Change a Vendor

- Inactivate a Vendor

- Purge a Vendor

ADD A VENDOR

The SCO will add vendors based on information that you submit using the Web Vendor Maintenance application described later in this chapter. Before submitting a request to add a vendor, you should verify that the vendor is not already recorded in STARS.

ADDING PAPER AGENCIES

If you have a new vendor and do not know if they are on the vendor file, contact the STARS helpline by e-mail dsahelpline@sco.idaho.gov or by phone at 332-8827.

ADDING ONLINE AGENCIES

Before submitting a new vendor setup, you should check the online screens 'S02A' (alpha search), the 'S02N' (numeric search), or the 'S021' (numeric search). Other agencies may have already established the vendor.

1. On the STARS Main Menu, type 'T' for **Table Maintenance** in the **FUNCTION** field and press ENTER.

2. If you know the vendor number, go directly to the Vendor Edit Table by typing '**21**' in the **FUNCTION** field and press ENTER. If you are not sure of the vendor number, use the '2A' function. The following paragraphs provide instructions for the various vendor searches on STARS.

Hint: You can interrupt to the '2A', '2N' or the '21' screens during data entry to query Vendor Numbers. (See the <u>Getting Started – Logging on and Navigating the Screens</u> for an explanation of the Interrupt function.)

Below is an example of the STARS Table Maintenance Menu. Notice that selection '21 – Vendor Edit' has two sorting indexes, 2A and 2N. 2A is the alpha sort option and 2N is the numeric sort option.

```
VERSION 3.1              STARS--TABLE MAINTENANCE MENU              S011

 FUNCTION:


                    20   BUDGET UNIT
                    21   VENDOR EDIT
                      2A  VENDOR SORT SEQ. INDEX
                      2N  VENDOR NUMERIC INDEX
                    22   COST ALLOCATION
                    23   DESCRIPTOR
                    24   INDEX CODE
                    25   ORGANIZATION CONTROL
                    26   PROGRAM COST ACCOUNT
                    27   PROJECT CONTROL
                    29   GRANT CONTROL
                    46   AMERICAN BANKING ASSOC. (ABA) MAINTENANCE
                      49  AMERICAN BANKING ASSOC. (ABA) INDEX
                    92   GRANT/PROJECT BILLING REQUEST
                    93   RECURRING TRANSACTION REQUEST

                    99   SIGN OFF
```

USING ALPHA SEARCH – S02A

1. On the STARS – Table Maintenance Menu, type '**2A**' in the **FUNCTION** field and ENTER.

2. Type '**R'** in the **FUNCTION** field.

3. Type in the SORT SEQ (Sort Sequence) in alphabetic characters of the vendor you are searching for and then press ENTER.
   (Type an **N** in the **FUNCTION** field to scroll to the next page or list of records.)

4. Press TAB to move the cursor to the underscore next to the record you want.

5. Type **S** or **X** next to the record and press ENTER

If you have difficulty locating your vendor, try typing in the first five characters of the vendor name and delete or erase the rest of the **SORT SEQ** field, then press ENTER. Alpha searches can be difficult depending on how you enter the sort sequence.

For example, a search using commonly used words such as 'Idaho' or 'State' will not be effective. Therefore, in order to locate, for example, the Office of the State Controller, you can search using 'Controller' or 'Contr'. (See the **Sort Sequence** field in the Completing a Web Vendor Form section later in this chapter for sort sequence guidelines.) See the example below.

```
VERSION 3.1            STARS--VENDOR ALPHA INDEX INQUIRY
 FUNCTION: R (R=RECALL, N=NEXT)   SORT SEQ: CONTROLLER AGY: 000          AGY:  Is
   VENDOR # SFX DMI NAME................. STATUS ADDRESS.... ..... CIT   normally
 _ 826000952 06     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE  000.
 _ 826000952 08     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 826000952 10     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 826000952 11     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 826000952 12     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 841357904 00     DUKE COMMUNICATIONS IN  0     221 E 29TH ST/PO LOVELAND
 _ 911606995 00     CONTROLS AUTOMATION IN  0     PO BOX 28972    SPOKANE
 _ 222964823 00     CONTROL SCREENING LLC   0     PO BOX 1142     GREENSBURG
 S 820266703 00     CONTROL SOLUTIONS & DE  0     10009 EMERALD ST BOISE
```

USING NUMERIC SEARCH – S02N

Performing a numeric search is very similar to performing an alpha search.

1. On the STARS – Table Maintenance Menu, type '2N' in the **FUNCTION** field and press ENTER.

2. Type '**R**' in the **FUNCTION** field.

3. Type in the vendor number you are searching for, make sure there is no suffix, and then press ENTER.

4. Press TAB to move to the underscore next to the record you want.

5. Type **S** or **X** next to the record and press ENTER

If you have difficulty locating your vendor, make sure the vendor number is correct and make sure the two-character suffix number is blank. If you use '**00**' (zero, zero), you will not see any alpha suffixes. See the example below.

```
VERSION 3.1           STARS--VENDOR NUMBER INDEX INQUIRY              S02N
 FUNCTION: R (R=RECALL, N=NEXT)   VENDOR #: 826000952 __  AGY: 000
   VENDOR # SFX DMI NAME................. STATUS ADDRESS......... CITY.......
 _ 826000952 00     STATE CONTROLLERS OFFI  0     PO BOX 83720    BOISE
 _ 826000952 01     NORTH IDAHO CORRECTION  0     RT 3 BOX 147    COTTONWOOD
 _ 826000952 03     PARKS AND RECREATION D  0     PO BOX 83720    BOISE
 _ 826000952 06     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 826000952 08     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 826000952 09     BUREAU OF DISASTER SER  0     4040 GUARD ST   BOISE
 _ 826000952 10     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 _ 826000952 11     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
 X 826000952 12     STATE CONTROLLERS OFFI  0     700 W STATE ST  BOISE
```

USING MULTIPLE ALPHA OR NUMERIC SEARCHES

Following the steps above for either the S02A or S02N screen, you may select more than one record at a time as long as you are not in interrupt function. To do this:

1. Press TAB to move the cursor to the underscore next to a record, and type an **S** or an **X** in the underscore field. Do this for each record.

2. When finished, press ENTER.

3. Once you are at the S021 Vendor Edit Table, you can advance through the selected records by pressing F3.

Once you have completed scrolling through the selected records, F3 will return you to your origination screen.

NOTE:	This will not work if your interrupt is already active. In addition, you can only select from the records you can view from your screen to a maximum of 18 records.

For example (see illustration below), you may want to view the detail information of the State Controller. Therefore, you select all State Controller records from this screen and ENTER.

```
 VERSION 3.1            STARS--VENDOR NUMBER INDEX INQUIRY              S02N
  FUNCTION: N (R=RECALL, N=NEXT)  VENDOR #: 826000952 21 AGY: 000
   VENDOR # SFX DMI NAME.................. STATUS ADDRESS......... CITY.......
 X 826000952 00     STATE CONTROLLERS OFFI  0    PO BOX 83720      BOISE
 _ 826000952 01     NORTH IDAHO CORRECTION  0    RT 3 BOX 147      COTTONWOOD
 _ 826000952 03     PARKS AND RECREATION D  0    PO BOX 83720      BOISE
 X 826000952 06     STATE CONTROLLERS OFFI  0    700 W STATE ST    BOISE
 X 826000952 08     STATE CONTROLLERS OFFI  0    700 W STATE ST    BOISE
 _ 826000952 09     BUREAU OF DISASTER SER  0    4040 GUARD ST     BOISE
 X 826000952 10     STATE CONTROLLERS OFFI  0    700 W STATE ST    BOISE
 X 826000952 11     STATE CONTROLLERS OFFI  0    700 W STATE ST    BOISE
 X 826000952 12     STATE CONTROLLERS OFFI  0    700 W STATE ST    BOISE
 _ 826000952 13     INFO TECH TRAINING PRO  0    650 W STATE ROOM  BOISE
 _ 826000952 14     DIV OF HUMAN RESOURCES  0    STATEHOUSE MAIL   BOISE
 _ 826000952 15     IDAHO TRANSPORTATION D  0    PO BOX 837        LEWISTON
```

From the S021 (Vendor Edit Table), you can then scroll through the selected records with F3. Because the State Controller records are not in consecutive order, this procedure will allow you to view the records with fewer keystrokes.

USING VENDOR EDIT TABLE – S021

The Vendor Edit Table 'S021' is limited to numeric searches and lookups.

1. On the STARS – Table Maintenance Menu, type '**21**' in the **FUNCTION** field and press ENTER.

2. Type **R** in the **FUNCTION** field.

3. Type in the vendor number you are searching for and press ENTER. If you have difficulty locating the needed vendor, double-check your typing of the number.

If you selected a number from either the 'S02A' or 'S02N', STARS will automatically display the Vendor Edit Table (S021).

Once you are at the 'S021', you can scroll through the records. To scroll by sort sequence, press F8. F8 advances to the next successive sort sequence. To scroll by vendor number, type '**N**' in the **FUNCTION** field and press ENTER.

Example: Vendor Edit Table (S021) illustrating Vendor Number and Sort Sequence.

```
VERSION 3.1      STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY        S021

  FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

 VENDOR NUMBER: 826000952 00 DMI:   VENDOR AGY: 000   AUTHENTICATION IND:

VEND TYPE: G VEND STATUS: 0 CHG AGY:    W-9 AGY:       1099 NAME/ADDR:

 SORT SEQUENCE: STCONTROLL SS EIN NUMBER: 826000952 00   1099 INDICATOR: N

 VENDOR NAME..: STATE CONTROLLERS OFFICE
 VENDOR NAME 2: 700 W STATE ST
VENDOR ADDRESS: PO BOX 83720
        CITY: BOISE                         STATE: ID ZIP CODE: 83720 0011
PHONE: 208 334 3100 CONTACT NAME:
ABA NO:          FINANCIAL INSTITUTION:
 FINANCIAL INSTITUTION ACCT NO:                    ACCT TYPE:
 PRENOTE IND:      PRENOTE DATE:
                                          LAST PAID DATE: 042205
EFF START DATE:          EFF END DATE:      LAST PROC DATE: 100302
                                          INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
 PLEASE ENTER FUNCTION
PF8=RECALL/NEXT USING VENDOR SORT SEQUENCE
```

STATE EMPLOYEES

The Office of the State Controller's Division of Statewide Payroll adds new employees to the vendor edit table. STARS automatically receives an employee's address and SSN from the Employee Information System (EIS) through a nightly file download. State employees will be set up with a vendor type of 'E' and a suffix of 'SE'. The words STATE EMPLOYEE appear in the NAME 2 field on the data entry screen.

A state employee can be added to the vendor edit table with a different vendor type for non-state employee payments. (Some employees have businesses, as well as being state employees.)

When you are paying an employee for a travel or other work related reimbursements and you are using the STARS transaction entry screen, make sure you press F5 to perform a lookup. (See the Getting Started – Logging on and Navigating the Screens chapter for an explanation of the F5 function).

Example of a Transaction Entry screen when paying employee travel:

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
 BATCH: AGY 230 DATE 11091999 TYPE 5 NO 333 MODE EDIT AND POST   SEQ-NO 00001


CUR-DOC/SFX: D0210110 01 TRANS-CODE: 230          RVS:      DISB-METH:
REF-DOC/SFX:                    MOD:          BFY: 00    GAAP IND:
INDEX     : 2022 ICI - OROFINO          SEC AGENCY:
 PCA      : 24051                          SUBSID:      PCN:
EXP-SUB-OBJ/DET: 5360    PERS VEHICLE - IN-STATE
REV-SUBOBJ/DET:
AMOUNT   : 0000000077.70       WARR-NO:              BU: CCAD   GLA:
DOC TOTAL: 0000000000.00        PROP#:          CMP#:         CI:
INV-NO : NEW YORK TRIP   INV-DESC : REIMBURSE TRAVEL EXPENSE NYNY
VEND-NO: 518222222 SE       NAME  : JOHN BROWN
                            NAME 2: STATE EMPLOYEE
                            ADDR  : ONE MOUNTAIN VIEW DR
                            CITY  : BOISE         STATE: ID ZIP: 83704
GRANT/PH:          PROJ/PH:          FUND/DET: 0001      F/O:
    MPC:              LOC:              FAC:          TSK:
DOC-DATE:      EFF-DATE: 110999 DUE-DATE:        INTERRUPT:



ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

When the employee's address needs to be updated, you must request and submit the appropriate paperwork to the Division of Statewide Payroll. STARS receives this information automatically from EIS. Employee records will not automatically purge until the employee has been inactive for two years or more. If an employee record is missing from the Vendor Edit Table, contact the STARS helpline to have it added from the EIS State Payroll information.

CHANGE A VENDOR

Before you request a change to a vendor, you should verify that the information you are changing is not already recorded on the Vendor Edit table. Conduct both the alpha search and the numeric search described earlier in this chapter.

Always check the comments field on the Vendor Table 21. The comment field may indicate that a vendor is inactive because the name/number combination did not agree with IRS or SSA records (IRS Match Error), or may refer you to a new number if the number is changed.

INACTIVATE A VENDOR

Inactivating a vendor number/suffix will stop all future payments to the vendor under that number and suffix. There are several ways to inactivate a vendor:

- Request an inactivate by checking the appropriate box on the Web Vendor Maintenance form
- E-mail a request to dsahelpline@sco.idaho.gov
- Call the DSA Helpline at (208) 332-8827

When you request an inactivate status, your agency number is entered as the change agency on the Vendor Edit Table. You should also provide an explanation of why you are requesting the inactivation.

Twice each year, the IRS notifies the SCO that some of the name/number combinations on the 1099 Miscellaneous Information Tax return do not match IRS or SSA records. After receiving the notification, the SCO inactivates the vendor (status 1) and notes 'IRS Match Error Need W9' in the Contact Name field. A new completed W-9, signed by the vendor, is required to activate the vendor.

Further payments to the vendor will not resume until the W9 is received and the new information verified with the IRS interactive TIN matching service. See the 1099MISC or Workers' Compensation chapter for more information regarding inactivated IRS vendors.

PURGE A VENDOR

Each fiscal year, the SCO automatically purges vendors from the Vendor Edit Table using the following rules:

- If the last paid date is older than two years.
- If the last paid date is equal to zeros (000000) and the last process date is older than two years.
- State employees will not purge until two years after becoming inactive.

VENDOR PAYMENT FILE – S071

The Vendor Payment File (S071 or VP) is an online inquiry that lists payment transactions made to vendors using STARS transaction codes that post to the VP file. The VP file maintains detailed transaction level information about disbursements and payments only if the transaction code used posts to the vendor payment file. The VP file can be used for research when responding to queries from vendors or to research possible duplicate payments.

To lookup transactions, type the vendor number and press ENTER. Transactions will be displayed by the first available suffix number. STARS security will allow you to view only those transactions from your state agency. If your STARS security includes access to more than one agency, then you will also have to enter the appropriate agency number.

The VP file has both prior year and current year transactions. To view prior fiscal year transactions:

1. Type the vendor number in the **VENDOR NO** field.
2. Press TAB until the cursor moves to the **PRIOR FISCAL YEAR** field.
3. Type an **X** in the **PRIOR FISCAL YEAR** field and then press ENTER.

```
VERSION 3.1          STARS--VENDOR PAYMENT FILE RECORD INQUIRY          S071

AGCY: 230  VENDOR NO: 010515202 00                 PRIOR FISCAL YEAR: X
 VENDOR TYPE:   VENDOR NAME: CRESTLINE CO


CURR DOC    TRANS ID                 TC  R M REFERENCE DOC        AMOUNT
  INDEX   PCA    SOBJ   WARRANT    INVOICE NO       DESCRIPTION

D0710095 01 230 07182000 4 565  00016 236   F E0700735 01          1,457.55
  2027   71201   5991 113411143   P0016214 0002   ACCT# 001883099
```

The VP file provides you with transaction information sorted by document number. The table also includes the transaction identification, transaction code, reversal indicator, modifier, reference document number, transaction amount, index, PCA, subobject, warrant number, invoice number, and description.

SOLVING COMMON PROBLEMS

This section covers the following common problems or error messages:

Scenario #1: Vendor is not active
Scenario #2: Vendor is not on the system
Scenario #3: Vendor request electronic funds transfer (EFT)
Scenario #4: Vendor address in incorrect
Scenario #5: Add a state employee
Scenario #6: Reactivate a state employee for travel reimbursement

VENDOR IS NOT ACTIVE

A common error message to receive during data entry is "Vendor is not active". You do not have to exit your batch to check the status of the vendor. Follow these steps to check on the status:

1. On the data entry screen (S504), place your cursor in the interrupt field located in the bottom right corner of the screen.

2. In the interrupt field, type '**21**' and press ENTER. STARS will take you to the Vendor Edit Table (S021).

3. Type '**R'** in the **FUNCTION** field and type in the Vendor Number and press ENTER.

4. The Vendor Edit Table (S021) will appear. Review the 'Vendor Status' field. Status possibilities could be:

   ▪ **1** – Inactive, check the Contact Name field for any messages.

   ▪ **2** – Inactive, the new EIN number will be in the SS EIN Number field. Use the new number for issuing any payment.

   See the **Vendor Status** field in the Create a Vendor Form section in this chapter for additional information.

5. If you are unable to determine a new number, contact the vendor and have them complete a new Substitute Form W9. After you receive the new W9, enter the new information as a change in the Web Vendor Maintenance application and submit to the SCO for approval.

6. Once you have completed your investigation, return from the interrupt by pressing F4.

Example of an inactive vendor with status 2:

```
VERSION 3.1       STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY        S021

 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

VENDOR NUMBER: 042711111 00 DMI:   VENDOR AGY: 000  AUTHENTICATION IND:

VEND TYPE: C VEND STATUS: 2 CHG AGY: 290 W-9 AGY: 230    1099 NAME/ADDR:

 SORT SEQUENCE: CENTERFORM SS EIN NUMBER: 011111959 00 1099 INDICA
                                                                    When a
 VENDOR NAME..: CENTER FOR MANAGEMENT                                vendor's
 VENDOR NAME 2:                                                      number
VENDOR ADDRESS: 55 WILLIAM ST  STE 111                              changes, SCO
        CITY: WELLESLEY                STATE: MA ZIP CODE:           will place
PHONE: 781 239 1111 CONTACT NAME: SEE #011111959 8/30/03            references to
ABA NO:           FINANCIAL INSTITUTION:                            the new
FINANCIAL INSTITUTION ACCT NO:                ACCT TYPE:            number here.
PRENOTE IND:      PRENOTE DATE:
                                             LAST PAID DAT
EFF START DATE:         EFF END DATE:        LAST PROC DAT
                                             INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
PF8=RECALL/NEXT USING VENDOR SORT SEQUENCE
```

VENDOR IS NOT ON THE SYSTEM

Contact the vendor and request a completed Substitute Form W9. See the 1099MISC or Workers' Compensation chapters for more information as to when a vendor must sign the W-9. You should retain the W-9 in your office and submit the vendor information using the Web Vendor Maintenance application described later in this chapter.

VENDOR REQUESTS ELECTRONIC FUNDS TRANSFER (EFT) PAYMENTS

See the Electronic Funds Transfer (EFT) chapter.

VENDOR ADDRESS IS INCORRECT/CORRECTIONS TO RECORD

If the vendor is changing addresses, submit the corrections using the Web Vendor Maintenance application described later in this chapter. Corrections of minor errors or typos can be sent to the dsahelpline@sco.idaho.gov or called into the DSA Helpline at 332-8827.

ADD A STATE EMPLOYEE

Employees should first be added to EIS. Please contact your payroll specialist to add new employees. New employee records may take a few days to be loaded into STARS. After the employee is active on EIS, STARS will automatically receive the information in a nightly download. If an employee record is missing from the Vendor Edit Table, contact the DSA Helpline at either dsahelpline@sco.idaho.gov or (208) 332-8827.

REACTIVATE A STATE EMPLOYEE FOR FINAL TRAVEL REIMBURSEMENT

When your agency terminates an employee on the EIS State Payroll system, STARS automatically inactivates the employee on the Vendor Edit Table. If you need to process a final travel reimbursement to the employee, please contact the DSA helpline at either dsahelpline@sco.idaho.gov or (208) 332-8827.

WEB VENDOR MAINTENANCE

The Web Vendor Maintenance application was developed to replace the paper Form: Vendor 21 and to eliminate paper processes. The web application eliminates the use of paper and the time necessary to deliver it. It is still necessary to obtain a completed Substitute Form W9 and to complete the online form.

Any Idaho State employee who has a SCO username and password has access to this application. These user names and passwords are the same as those used to access the Online Reporting, I-Time and Pay Stubs. Generally, however, most users will be from the fiscal, financial or accounting units in the agencies.

An agency employee will complete and submit the online form to the SCO through the web application. SCO personnel will then review the form for accuracy, completeness and reasonableness. SCO personnel will request verification from the Internal Revenue Service (IRS) that the submitted name/number combination matches either the IRS or Social Security Administration (SSA) information.

After completing these reviews and verifications, the submitted information will be added to STARS or will be returned to the originating agency employee for correction or for additional information. The online form has a comments section for communication between SCO personnel and agency employees while trying to resolve any information issues.

NOTE:	Web Vendor Maintenance is not designed for use in adding EFT information to new or existing vendors. See the Electronics Funds Transfer chapter for additional information on adding EFT information to a vendor.

INTERNET BROWSER REQUIREMENTS

Java Applets must be enabled in your browser for the Web Vendor Maintenance Application to run properly. The example below demonstrates enabling Java in Internet Explorer:

1. Open your Internet browser (e.g., Internet Explorer).

2. Click **Tools** (in the menu bar at the top).

3. Click Internet Options.

4. Click Advanced.

5. Scroll down to either a **Java (Sun)** or a **Microsoft VM** heading. (In IE, following the **HTTP** heading).

6. Depending on which Java virtual machine you have, make sure there is a checkmark next to either the "**Use JRE...**" option or both "**Java logging enabled**' and "**Java console enabled**" options.

7. Click **OK**. (You may have to close your browser and re-open it for the change to take effect.)
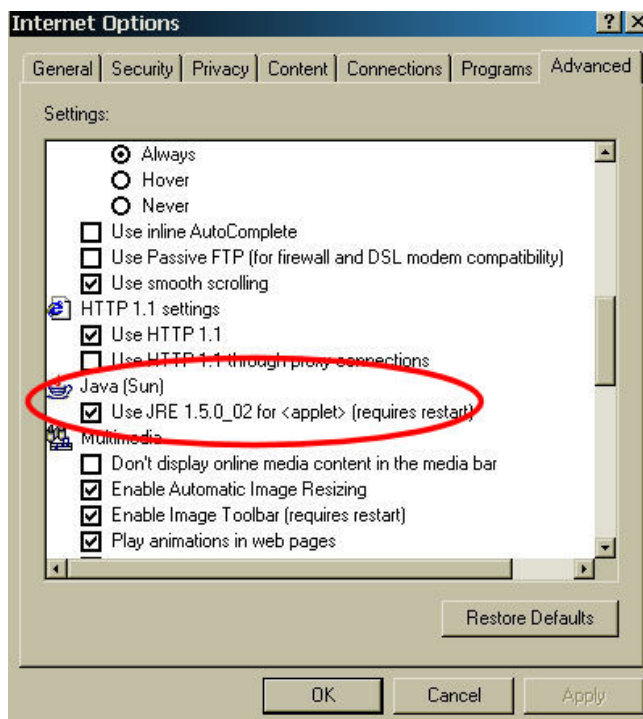
ACCESSING WEB VENDOR MAINTENANCE

To create a vendor form and submit to SCO:

1. Click **Logon** at the Idaho State Controllers Office website http://www.sco.idaho.gov/.

2. Type your user name and password as you would for I-Time or other SCO web applications.

3. Click **Vendor Maintenance**.On the **Vendor Maintenance** screen, you can select:

   - **Create a Vendor Form** – Select this option to create a new vendor maintenance form. More detailed information can be found in the Create a Vendor Form section later in this chapter.

   - **View Vendor Forms in Progress** – Select this option to view the progress of previously created or submitted vendor maintenance forms. More detailed information can be found in the View Vendor Forms in Progress section later in this chapter.

   - **Vendor** – Select this option to instructions for completing the Web Vendor Form.

   - **Applications** – Select this option to return to the Application Selection Menu.

   - **Log Off** – Select this option to log off of the Applications portion of the Idaho State Controllers Office website.

4. Click **Create a Vendor Form**.

5. Complete the web **Vendor Form** (see below).

6. When you are satisfied with the completeness and accuracy of the information, click **Send for Approval**.

You will receive an email notification of the action when SCO has verified, reviewed, approved and loaded the information into STARS.

To review previously created or submitted vendor forms:

1. Follow steps 1 through 5 above.

2. Click **View Vendor Forms in Progress**.

3. Check the status of uncompleted vendor forms.

4. Review disapproved forms.

5. The detail vendor form is available for review in steps 3 through 4.

COMPLETING THE WEB VENDOR FORM

After obtaining a Substitute Form W9 from a vendor, complete the web Vendor Form.

A number of the fields, or Data Elements, must be completed in order to submit the form to the SCO for review, verification and approval. Those required fields are identified on the form with a red asterisk. Below is a description of the data elements.

Submitter Information

Data Elements	Description
DATE OF REQUEST	The date will be the current system generated date and cannot be entered or altered by the user.
AGENCY CODE	The three digit agency code is automatically entered by the application based on your user name and agency code that was used on the login screen.
AGENCY NAME	The agency name automatically entered by the application based on your user name and agency code that was used on the login screen.
CONTACT NAME	The contact name is automatically entered by the application based on your user name and agency code that was used on the login screen.
PHONE # - EXT Required	Your agency telephone number or contact telephone number is required by the application. If applicable, include your extension number. The extension number is an optional field.
EMAIL ADDRESS Required	Enter your State of Idaho email address in this field. The email address is used by the application to notify you in the following situations: The form has been approved and the vendor number loaded into STARS. Additional information is needed. The form has been disapproved. The email generated by the application will have a sender of either IPOPS1 or IPOPS2 with a subject line that starts with "The previously sent Vendor Form. . ."

Action Information

Data Elements	Description
ACTION Required	Click on the down arrow and select the appropriate action for this form. Available actions are as follows: Add a new vendor Add a new suffix Change Name/Addr Change Number Since the majority of actions are adding a new vendor, the default action will be "Add a New Vendor."
VENDOR NUMBER Required	Enter the nine-digit Social Security Number (SSN) or Employer Identification Number (EIN) that the vendor provided on the Substitute form W9.
SFX Optional	Enter the two-character suffix number. When you are adding a vendor number for the first time, this should be 00. If the vendor number already exists, this should be the next consecutive suffix number. You can recall the vendor number on the 2N screen in STARS to see if the vendor is already on or to see what suffix numbers are already in use.
VENDOR TYPE Required	The information in the drop down list provides the acceptable 1099 Indicator for each of the vendor types. Click on the down arrow and select the appropriate vendor type: I – Individual/sole proprietor. C – Corporation. Inc. or Corp. is usually in the name. P – Partnership. Non-corporation businesses that are identified either in the name or on the Substitute Form W9 as being a partnership. G – Government. Federal, State, and Local Governments. N – Non-profit. Non-profit organizations. O – Other. Miscellaneous organizations that do not fit any of the other listed classification. E – Idaho State Employee (must match EIS information).

Data Elements	Description
VENDOR STATUS Required	Click the down arrow and select the appropriate vendor status: 0 – New / Active - Use when setting up new vendors. 1 – Inactive Number - Use when a vendor has quit a business. Can also be used when the business is sold to another owner or possibly merged with an existing business and the new vendor number is not available. The 1099 system will send the 1099-MISC to the vendor under this number and name. Also used for inactivating 1099 MISC rejects identified by the IRS. SCO will not activate these vendors until they receive a signed W9 with new information and that new information has been verified with the IRS or SSA. 2 – Inactive Number - Use for a vendor number correction or a company merger when the tax liability for both of the numbers remains with the same entity. The 1099 system generates a 1099-MISC under the new number that includes data from the old number. Requires that the SS EIN Number/Sfx is different from the Vendor Number. STARS requires that the new vendor number/suffix must be in STARS before the number can be used in the SS EIN NUMBER field. 3 – Lien/Garnishment - Used by the SCO personnel only. The vendor is still active and can be paid. However, the SCO will pull the warrant for this vendor and re-issue it to the entity requesting the Lien/Garnishment. If the vendor is set for EFT, the EFT information will be removed until after the lien or garnishment is satisfied.
CHG/W-9 AGY	The three digit agency code is automatically entered by the application based on your user name and agency code that was used when you signed on.
1099 NAME/ADDRESS Required	This is a one-character field that controls which address is used when printing the 1099MISC forms. Click on the down arrow and select the appropriate indicator: Y – Use this address for 1099 reporting. If there is only one suffix for this vendor, then use "Y". Blank – There is another suffix that has already been identified as the address to use for 1099 reporting. STARS will not allow a second record with a "Y" to be added.

Data Elements	Description
SORT SEQUENCE Required	Enter up to ten characters in this alphanumeric field. Utilize all ten characters if necessary. If the name does not have ten characters, leave the remaining spaces blank. Punctuation – Do not use any special characters (hyphens, slash marks, etc.) in the sort sequence. For example, ANALYZEITS is the sort sequence for Analyze-It Software. Individual's Name – Last names should be listed first on individuals. For example, SMITHJOHN is the sort sequence for John Smith. IRS/SSA Name and Business Name – The sort sequence does not have to match the IRS/SSA Name. If the vendor has a business name that is different from the IRS/SSA Name, then you might want to use the Business Name in the sort sequence field. For example, John Doe (IRS/SSA Name) is the sole owner of Arnolds Pig Farm (Business Name). The sort sequence would be ARNOLDSPIG. Omit the word "The" in the name of a vendor. For example, BOOKSTORE would be the sort sequence for The Bookstore. Abbreviations – In an attempt to standardize the sort sequence, the SCO has implemented some abbreviations. Please see the examples of some common abbreviations at <u>Sort Sequence & State Abbreviations</u> found later in this chapter.
SS EIN NUMBER / SFX Optional	The nine-character SS EIN Number field auto-fills from the Vendor Number and is usually the same as the SSN or FEDERAL EIN number. This can be changed. However, if the vendor status is 2, the new vendor number/suffix should be entered in this field in order for the 1099 Reporting system to combine the amounts together for tax purposes. The suffix is an optional two-character field.

Data Elements	Description
1099 INDICATOR Required	Click on the down arrow and select the appropriate 1099 Indicator. Y – Yes, this is a 1099 reportable vendor. N – No, this is not a 1099 reportable vendor. The following vendor types are always an 'N': C – Corporation G – Government N – Non-profit E – State Employee
WEB RA INDICATOR	Click on the down arrow and select the appropriate Web RA Indicator Blank – Default. Vendor does not want to view remittance advices on the web. 0 – Vendor wants to view remittance advices for this suffix. 1 – Vendor wants to view remittance advices for all suffixes on this vendor number. If either 0 or 1 is selected, then a phone number and a contact name will also be required.

Vendor Information

Data Elements	Description
IRS/SSA Name Required	Enter the name that is provided on the Substitute Form W9 - which should be the name that the vendor uses to file taxes. In the case of a sole proprietor, the name of the sole proprietor should be in the IRS/SSA Name and any differing business name would be entered under Business Name. Punctuation is allowed only if it is an integral part of the name. Example: Jobs.com would require the use of the period as part of the identifiable name.

Data Elements	Description
BUSINESS NAME Optional	If the DBA (doing business as) name if different from the IRS/SSA Name, then enter the DBA name here. Does the vendor number look like a social security number? Does it start with 518, 519 etc. or is the number in the SSN section of the W-9? If it does, there must be an individual's name in the IRS/SSA Name field. If both the SSN and business EIN are present, contact the vendor to see which is supposed to be used.
ADDRESS Required	Enter the street address or post office box number that was provided on the Substitute Form W9 or other vendor documentation. Do not use punctuation when adding addresses, even if using abbreviations.
CITY Required	Enter the city that was provided on the Substitute Form W9 or other vendor documentation.
STATE Required	The state is defaulted to ID for Idaho. If the vendor is not within Idaho, click the down arrow and select the appropriate state. If the vendor is outside the United States, select XX.
ZIP CODE/Ext. Required	The five-digit zip code is required. The four-digit extension is not required. If the vendor is outside the United States, use "XXXXX" as the zip code.
PHONE NUMBER/Ext	If either 1 or 2 are selected as the Web RA Indicator, then the phone number is required. If 0 is selected, then the phone number is optional but recommended and is useful if SCO personnel have questions. Enter the vendor's telephone number, including the area code.
CONTACT NAME Optional	If either 1 or 2 are selected as the Web RA Indicator, then the Contact Name is required. If 0 is selected, then the contact name is optional but recommended and is useful if SCO personnel have questions.

Tracking Information

Data Elements	Description
SUBMITTAL STATUS	When creating the form, this section will be blank. When viewing a previously created form, this section will tell you the current status of the form. For additional information on submittal status, see View Vendor Forms in Progress later in this chapter.
COMMENTS	Use this free formatted field to communicate any additional information that SCO personnel might need to review or verify this form. Be aware that any entries in this field will become part of the tracking record for the form and should not be viewed as or used for personal communication with any SCO personnel.
Comment Log	The comment log is the history of any and all comments recorded in the comments field described above. The comment log will allow both SCO and agency personnel the ability to track any needed information or clarifications that have been requested or provided.

OTHER OPTIONS ON SCREEN

At both the top and the bottom of the **Vendor Form** screen, the following options are available:

- **Save Draft** – Use this option when you have started a vendor form and discover that you are not ready to submit to the SCO for approval.

- **Send for Approval** – Use this option when you have completed the form and it is ready to be sent to the SCO for approval. After clicking "Send for Approval", you will see the message, "Form Transmitted – Loading New Form" for a few seconds. Once the form has successfully transmitted, the application will display a new vendor form.

- **Print** – Use this option if you want a printed copy of your submittal. Keep in mind that any form that is sent for approval or saved as a draft will appear on the View Vendor Forms in Progress screen. The need to print should be minimal.

- **Close** – Use this option to close the vendor form. Be sure to either save your form as a draft or send the form for approval before closing. Closing before saving or sending will result in any entered information being lost.

- **Help** – Use this to view the Vendor Chapter of the STARS Manual.

VIEWING VENDOR FORMS IN PROGRESS (BY AN AGENCY)

Click **View Vendor Forms in Progress** and the following screen will display:

Agency personnel will only be able to view those vendor forms that they originated. To view any of the forms on the list, place your cursor anywhere on the line and double click. The application will display the form as it is currently completed. Any form listed in this view can be altered and re-sent for approval – except those with a status of Disapproved. The forms are listed in request day and time order.

The first four columns are self-explanatory. The status column can display any of the following:

a. **Awaiting Approval** – A previously submitted form that is waiting for SCO verification, review and approval.

b. **Disapproved** - Disapproved forms will remain in the Vendor Forms in Progress view for three days. After that time, agency personnel will not be able to view or access the disapproved forms. While in a Disapproved Vendor Form, you have the options of deleting, printing, closing or accessing the help function. The reasons for disapproving a form are listed below:

- Numerous attempts at obtaining the correct information have failed.

- Form has remained in "Pending Agency Edit" status for over a month. If the needed information is received after the form has been disapproved, the agency employee must complete and submit a new form.

- The agency employee tells SCO to disregard the vendor form but not delete it.

c. **Draft** – A previously created vendor form that was saved as a draft and has not yet been submitted for approval.

d. **Pending Agency Edits** – A previously submitted form that was unsuccessful in completing the SCO verification, review and approval process and has been returned to the originating agency employee. When a form is returned, an email notification is sent with an explanation of why it is being returned. The explanation will be in both the email notification and will display in the Comment Log of the web form. After the agency employee has updated the form, it can be re-sent for approval.

e. **Pending STARS Update** – A previously submitted form that has successfully completed the SCO verification, review and approval process, but has not yet been loaded into STARS.

OTHER OPTIONS ON SCREEN

At both the top and the bottom of the **Vendor Forms in Progress** screen, the following options are available:

- **Vendor Form** – Select this option to go directly to a fresh vendor form.

- **Applications** – Select this option to return to the **Application Selection Menu**.

- **Log Off** – Select this option to log off of the State Controller's Office secured portion of the website.

To view a form, place your cursor anywhere on the line and double-click it. The application will display the completed form. The **Comment Log** will show the comments leading up to the current status. While in a form, the following options may be available:

- **Save Draft** – Use this option when you have altered a previously submitted vendor form and discover that you are not ready to re-submit to the SCO for approval. Not available if the Status is "Disapproved."

- **Send for Approval** – Use this option when you have completed the changes and it is ready to be re-sent to the SCO for approval. After clicking "Send for Approval", you will see the message, "Form Transmitted – Loading New Form" for a few seconds. Once the form has successfully transmitted, the application will display a new vendor form. Not available if the Status is "Disapproved."

- **Delete** – This action is used when agency and SCO personnel have agreed that the submitted vendor form needs to be deleted for some valid reason.

- **Print** – Use this option if you want a printed copy of your submittal. Keep in mind that any form that is sent for approval or saved as a draft will appear on the View Vendor Forms in Progress screen. The need to print should be minimal.

- **Close** – Use this option to close the vendor form. Be sure to either save your form as a draft or send the form for approval before closing. Closing before saving or sending will result in any entered information being lost.

- **Help** – Clicking on this option will take you to the Vendor Chapter of the STARS Manual.

EMAIL NOTIFICATION

Every time SCO personnel select **Approve**, **Disapprove**, **Pend for Agency Edits**, or **Pend for STARS Update**, the originating agency personnel are notified by email of the action. The email includes any messages that may have been added to the Comments section of the form.

SCO RESPONSIBILITIES

APPROVING VENDOR FORMS

Agency employees have the responsibility of obtaining the Substitute form W9 and entering the needed information into the Web Vendor Maintenance application. After sending the completed form for approval, SCO personnel then verify with the IRS that the submitted name/number combination matches either the IRS information or the SSA information. SCO personnel also review the submitted vendor forms for completeness and reasonableness of information before approving and loading the information into STARS.

While on the **View Vendor Forms in Progress** screen, click on a vendor name or vendor number and the detail form is displayed as shown below.

SCO personnel will do a number of checks including the following (this list is not meant to be all inclusive):

- Does the submitted name/number match IRS or SSA records?

- If the vendor number looks like an SSN, is there an individual's name listed as the IRS/SSA Name?

- Does the Sort Sequence make sense for the IRS/SSA Name or Business Name and does it follow the abbreviation conventions.

- Is the vendor number already on STARS? If not, use 00 as the vendor suffix. If yes, use the next available sequence number.

- Is the vendor name already on STARS? If no, then the name/number combination should be okay to load. If yes and this form has a different number, then additional research will need to been done to determine the proper vendor status of the existing vendor number.

Based on this analysis, SCO personnel can select any of the following actions from the top menu bar:

Menu Item	Function
Save Draft	SCO personnel can make changes and take no other action at that time.
Pending Agency Edits	If the form needs to be returned to the originating agency employee for some reason, SCO personnel would select this option. Anytime a form is returned, an email notification is sent to the email address provided on the form. A message will appear in the body of the email that explains why the form is being returned.
	The same message will appear in the comment log area of the vendor form.
	After selecting this action, the form remains on the View Vender Forms in Progress Screen and can be edited by either the originating agency employee or SCO personnel.
Approve	If the vendor form passes all the verifications and reviews *and* the information has been loaded in STARS, then SCO personnel would select this action.
	After selecting this action, the form is locked and removed from the View Vendor Forms in Progress screen and is placed on the View Completed Forms screen that is accessible by SCO personnel only. An email notification is automatically generated letting you know that the vendor is available for use.

Menu Item	Function
Disapprove	The reasons for disapproving a form are listed below:
	Numerous attempts at obtaining the correct information have failed.
	Form has remained in "Pending Agency Edit" status for over a month. If the needed information is received after the form has been disapproved, the agency employee must complete and submit a new form.
	The agency employee tells SCO to disregard the vendor form.
	After selecting **Disapprove**, the form is locked and removed from the View Vendor Forms in Progress screen and is placed on the View Disapproved Forms screen which is accessible by SCO personnel only.
	Disapproved forms remain on the agency's View Vendor Forms in Progress view for 3 days. An email notification is automatically generated letting you know that SCO will not be adding the vendor to STARS and the reasons.
Pending STARS Update	Use this action when the vendor form has passed all of the verifications and reviews, but has not been loaded in STARS. After selecting this action, the form remains in the View Vendor Forms in Progress screen.
Delete	This action is used when agency and SCO personnel have agreed that the submitted vendor form needs to be deleted for some valid reason.
Print	Use this to print a copy of your submittal. Since all forms are saved in the application somewhere (except the deleted ones), the need to print should be minimal.
Close	Use this to close the vendor form. Be sure to either save your form as a draft or take some other action before closing. Closing before saving or taking another action will result in any entered information being lost.
Help	Use this to open the Vendor Chapter of the STARS Manual.

VIEWING FORMS IN PROGRESS (BY SCO)

The example below is the view that SCO personnel will have. The page displays summary lines for 20 forms at a time. Select **Next** to display the next set of 20 forms. SCO personnel have the ability see the forms from all the agencies in order to perform the verification, review and approval process. Double-click any line to view a form on the list. The form will be displayed as it is currently completed.

Any form listed can be altered and re-sent for approval. The forms are listed in request day and time order. The first four columns are self-explanatory. The status column in this view could have any of the following:

- **Draft** – A previously created vendor form that was saved as a draft and has not yet been submitted for approval.

- **Awaiting Approval** – A previously submitted form that is waiting for SCO verification, review and approval.

- **Pending STARS Update** – A previously submitted form that has successfully completed the SCO verification, review and approval process, but has not yet been loaded into STARS.

OTHER OPTIONS ON SCREEN

At both the top and the bottom of the **Vendor Forms in Progress** screen, the following options are available:

- **Vendor Form** – Select this option to go directly to a fresh vendor form.

- **View Forms Pending Agency Edits** – Select this option to view previously submitted forms that were unsuccessful in completing the SCO verification, review and approval process and have been returned to the originating agency employee. When a form is returned, an email notification is sent with an explanation of why it is being. The explanation will be in both the email notification and will display in the Comment Log of the web form. After the agency employee has updated the form, it can be re-sent for approval.

- **View Completed Forms** – Select this option to view previously submitted forms that have successfully completed the SCO verification, review and approval process. Vendor forms in this view will have a status of "Completed" and the vendor number should be available for use in STARS. If you wish to view the form, place your cursor anywhere on the line and left double click. The application will display the completed form. Vendor forms in this view are locked and can no longer be altered and resubmitted.

- **View Disapproved Forms** – Select this option to view previously submitted forms SCO has disapproved. Vendor forms in this view will have a status of "Disapproved". Forms can be "Disapproved" for any of the following reasons:
    - Numerous attempts at obtaining the correct information have failed.
    - Form has remained in "Pending Agency Edit" status for over a month. If the needed information is received after the form has been disapproved, the agency employee must complete and submit a new form.
    - The agency employee tells SCO to disregard the vendor form.

If you wish to view the form, place your cursor anywhere on the line and right double click. The application will display the completed form. Vendor forms in this view are locked and can no longer be altered and resubmitted. The Comment Log will provide documentation of the communication leading up to the assigning of the "Disapproved" status.

- **Applications** – Select this option to return to the Application Selection Menu.

- **Log Off** – Select this option to log off of the Idaho State Controllers Office secured portion of the website.

- **Previous and Next** – Use these options to view the next or previous page of 20 forms.

SORT SEQUENCE AND STATE ABBREVIATIONS

Normal Spelling	Abbreviation
And	&
America/American/Americas	AMER
Associated/Associates	ASSOC
Association/NatlAssn (of/for)	Only the association name, not Assoc of XXX or XXX Assoc
Boise State University	BSU
Bureau/Division etc. (of/for)	Only the bureau name, not Bureau of XXX or XXX Bureau
City (of)	Only the city name, not City of XXX or XXX City
Clearwater	CLRWTR
Coeur D Alene	CDA
Commission	COMM
County (of)	Only the county name, not County of XXX or XXX County
Department (of/for)	Only the dept name, not Dept of/for XXX or XXX Dept
East/Eastern	E
Government	GOVT
Idaho	ID
Idaho State University	ISU
Idaho Transportation Dept	ITD
Incorporated/Corporation etc.	Only the name of the corporation, leave off INC or CORP
Intermountain	INTMTN
International	INTL
Manufacturing	MFG
Mountain	MTN
National/National Assoc of	NATL
North/Northern	N
Northeast/Northeastern	NE

Normal Spelling	Abbreviation
Northwest/Northwestern	NW
Saint/state(s)	ST
School District	SCHD(name) for example, SCHDBOISE
South/Southern	S
Southeast/Southeastern	SE
Southwest/Southwestern	SW
State (of) for a specific state	Only the state abbreviation, not State of XXX, or XXX State
Transportation	TRANS
United States	US
University	UNIV
University of Idaho	UOFI
West/Western	W

USPS STATE ABBREVIATION TABLE

State	Abbreviation	State	Abbreviation
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR

State	Abbreviation	State	Abbreviation
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

OTHER USPS ABBREVIATIONS

Region	Abbreviation
American Samoa	AS
District of Columbia	DC
Federated States of Micronesia	FM
Guam	GU
Marshall Islands	MH
Northern Mariana Islands	MP
Palau	PW
Puerto Rico	PR
Virgin Islands	VI

WHERE TO SEND THE VENDOR-21 FORM

The preferred method to submit vendor additions and changes is to use the Web Vendor Application and retain the Substitute form W9 at your agency. If you must use the Vendor-21 Form, please either fax it to the State Controller's Office at 334-3415 or deliver it to the State Controller's Office receptionist on the fourth floor of the JR Williams Building, 700 West State Street in Boise.

VENDOR REPORTS – WHAT ARE THEY

AGENCY REQUESTABLE VENDOR PAYMENT REPORTS

Request your reports from the State Controllers Office.

Report number	Description
DAFR0141	Year-to-Date Vendor Payment Detail by Trans ID A <u>year-to-date</u> look at vendor payment detail by transaction identification. Includes vendor name, vendor number, agency number, transaction identification (Trans Id), subobject and subobject detail, transaction amount, and invoice description. The transaction identification (Trans Id) is the transaction date, batch type, batch number and sequence number. This report totals by vendor.
DAFR0157	Prior Year Vendor Payment Detail by Trans ID A <u>prior year</u> look at vendor payment detail by transaction identification. Includes vendor name, vendor number, agency number, transaction identification (Trans Id), subobject and subobject detail, transaction amount, and invoice description. The transaction identification (Trans Id) is the transaction date, batch type, batch number and sequence number. This report totals by vendor.
DAFR0158	Prior Year Vendor Payment Detail W/Document Number Identical to DAFR0157 but includes the warrant number and document number. SCO sends this report to your agency after the fiscal year end closing.
DAFR8430	Vendor Payment Detail with Document Number A <u>year-to-date</u> look at vendor payment detail by document number. Includes vendor name, vendor number, warrant number, warrant date, agency, current document number, transaction amount, and invoice description. This report totals by vendor.

PUBLIC INFORMATION VENDOR PAYMENT REPORTS

The following reports do not have a vendor number. Since the vendor number is not public information, these reports are for public information requests.

Report number	Description
DAFR0208	Year-to-Date Vendor Payment Information Report A <u>year-to-date</u> look at vendor payments. Includes vendor name, agency number, process date, subobject and subobject detail including titles of each, transaction amount, and invoice description. This report totals by vendor.
DAFR0210	Prior Year Vendor Payment Information Prior year's look at vendor payments. Includes vendor name, agency number, process date, subobject and subobject detail including titles of each, transaction amount, and invoice description. This report totals by vendor.